



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE TECHNICIAN (Typing)

DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – ADMINISTRATION OFFICE

Position: Office Technician (Typing)

Salary: Range \$2,500.00 - \$3,050.00

Location: 1515 Clay St. 17th Fl. Oakland, CA 94612-1486

Duties: Under the supervision of the Staff Services Manager I, and the direction of the Personnel Unit Staff Services Analysts, the Office Technician (Typing) is expected to exercise a high degree of initiative, independence, and originality in performing assigned tasks. In the position, the Office Technician handles the most difficult clerical functions and acts as lead over clerical staffing; handles detailed sensitive correspondence; and performs the duties as follows: handles the most difficult clerical functions and acts as lead over clerical staffing for eleven (11) of the twenty-four (24) district offices, develops and maintains tickler system for distribution and follow-up for all employee forms such as probation and performance reports, direct deposit forms, and employee action requests; prepares and reviews paperwork prepared for personnel transactions such as appointments for new employees, transfer employees, and separation papers, and retirement paperwork; coordinates with the staff of the Department's Personnel Office via e-mail, phone and/or personally to assure orderly flow of documents in a timely manner; assists in creating and maintaining new personnel records in the FileMaker database; serves as a back-up to the division ARO. Performs other duties as assigned.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Bronwyn Ahlbrecht (510) 286-7090

Applications accepted until July 1, 2006 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.